



FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00143765**Type of Permit:** FILMING**Release Date:** 10/26/2018

Production Company CALIFORNIA STATE UNIVERSITY
NORTHRIDGE

Insured Company Name CALIFORNIA STATE UNIVERSITY
NORTHRIDGE

Contact Phone No. 1 1-818-677-3192

Contact Phone No. 2

Fax 1-818-677-4919

Address 18111 Nordhoff Street
Northridge, California 91330-8317

Production Title THE VISITOR

Type of Production Student

Producer Margaret Duggan

Director Andrew Phan

1st AD Lucas Oden

Production Manager Margaret Duggan

FilmL.A. Coordinator Ramona Jones

Location Manager Joanne Luna

Primary Phone Mobile - 323-644-6220
Secondary Phone

Location Assistant Joanne Luna

Primary Phone Mobile - 323-644-6220
Secondary Phone

Fees

FILMLA NON-REFUNDABLE STUDENT PERMIT FEE \$26.00
SIMPLE

LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE \$76.00

LA CITY DEPT OF REC AND PARKS MONITOR REPORTING FEE \$76.00

Total Permit Fee \$178.00

Number of Locations 1



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Summary Information**Location****Location 1 of 1****Page 1 of 2**

Permit Number	F00143765	Location Manager	Joanne Luna
Production Company	CALIFORNIA STATE UNIVERSITY NO...	Primary Phone	Mobile - 323-644-6220
Insured Company	CALIFORNIA STATE UNIVERSITY NO...	Secondary Phone	
Production Title	THE VISITOR		

Location Address 25000 Kittridge St, West Hills, CA, 91307**Location Name** KNAPP RANCH PARK**Location Type** Park**Film Dates** 10/26/2018 - 10/26/2018 17:00 - 19:00 1 day**Open or Closed to the Public** Open

Generic Conditions *LA CITY AND/OR LA COUNTY FIRE CHECKLIST ATTACHED TO FINAL PERMIT. THE PERMITTEE IS RESPONSIBLE FOR COMPLETING CHECKLIST PRIOR TO FILMING ACTIVITY AT THIS LOCATION. NON COMPLIANCE MAY RESULT IN ASSIGNMENT OF A FIRE OFFICER.

All vehicles must be parked on private property
Must comply with attached conditions
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.

Please see attached documents CSUN Student Certification 'The Visitor' - Margaret Duggan.pdf
A-1 Standard Guidelines New 2018.pdf

Equipment on Location	Type	Quantity	Personnel on Location	Type	Quantity
	Cast/Crew vehicles	5		Cast	2
				Crew	8
				Rec & Park	1
				Monitor required	

Filming Activities Camera on sticks; Equipment on property; Exterior Dialogue; Exterior establishing shots; Exterior motion without sound; Handheld equipment; Park Reservation# 62723;

Jurisdiction Political: Los Angeles City - Council District 12

Police: Los Angeles Police Department

Fire: Los Angeles City



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Approvals	LOS ANGELES CITY POLICE DEPARTMENT	Melissa Hernandez
	LOS ANGELES CITY DEPARTMENT OF REC & PARKS -	Joanne Luna
	FILM OFFICE	

Parking	Base Camp	6446 Ellenvue Ave,	Crew Parking	Wooded Vista &
		Location Type : Los Angeles, CA,		Location Type : Twisted Oak Dr, Los
		Other Location 91307		Other Location Angeles, CA, 91307

STUDENT CERTIFICATION FORM

To Whom It May Concern

This is to certify that Margaret Duggan is registered in the **CTVA 355 Film Production class** at California State University Northridge, (CSUN), in the Department of Cinema and Television Arts and is a student in good standing. The CTVA 355 project for which she is one of the Producers is for academic purposes only and not for commercial use. **Project Title:** "The Visitor"

Filming location and street address: KNAPP RANCH ADDITION PARK,
25000 KITTRIDGE ST. WEST HILLS, CA 91307

Date and times of shoot: FRIDAY OCTOBER 26TH, 5.00PM - 7.00PM

Description of action: A GIRL SEES A SCENE THAT PROVOKES MEMORIES
(See attached script) 10 OF HER FATHER

Number of cast and crew: 10

Print student name: Margaret Duggan

Date October 12, 2018

Student signature: Margaret Duggan

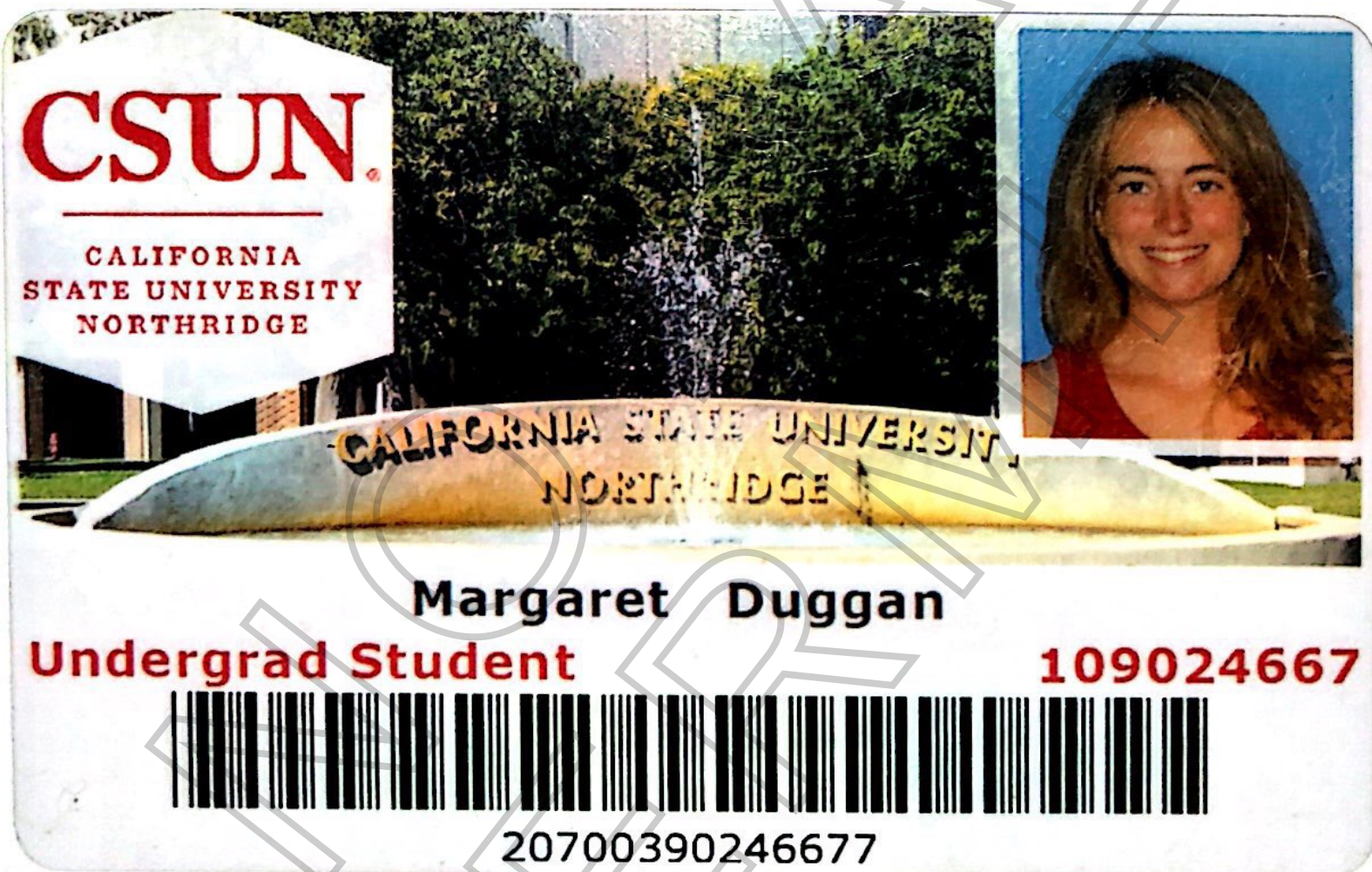
Cell: (916) 840-4383

Print professor name: Michael Hoggan

Date October 12, 2018

Professor Signature: Michael Hoggan

Cell: (818) 720-8711



CSUN
CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE



CALIFORNIA STATE UNIVERSITY
NORTHRIDGE

Margaret Duggan

Undergrad Student **109024667**



20700390246677

The image shows a student ID card for Margaret Duggan at California State University Northridge (CSUN). The card features the university's logo, a portrait photo of the student, and a background image of a fountain. A large, faint 'PERMIT' watermark is visible across the card. The card includes a barcode and a unique identification number.



PARK FILM OFFICE

City of Los Angeles, Department of Recreation and Parks
 4730 Crystal Springs Drive, (Mail Stop 664)
 Los Angeles, California 90027
 Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- **Ok to film at Knapp Ranch-Playground area on 10/26/18.**
- **Ok to bring in a Tri Pod, Camera, Batteries and a 6x6 frame.**
- **If Canopies are being used they are to be anchored by sand bags or barrels of water, no staking allowed.**
- **Not approved to have Propane heaters without approval and L.A.F.D must be present.**
- **No blocking or parking on any Red zones inside the park property parking lot if available and approved.**
- **The crew must be able to evacuate quickly in the event of an emergency.**
- **Company does not get exclusive use of any areas.**
- **Company must work around Park Patrons and maintenance activities.**
- **Not approved to alter the park property.**
- **Pyrotechnics, explosions, stunts and special effects may be considered on a case-by-case basis for exterior use only and requires approval by LAFD and the Park Film Office. Any special effects that may cause damage to the interior/exterior of cave integrity are not permitted.**
- **Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.**
- **Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.**
- **No simulated sex allowed on Park property.**
- **No nudity allowed on Park property.**
- **Film permits do not provide exclusive use of a park or recreation area.**
- **Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.**
- **A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.**
- **Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible**

unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.

- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permittee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permittee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- **Smoking: No Smoking unless in designated area**
- **No smoking on trails.**
- **Fire extinguisher required for generators on site.**
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permittee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

F-143765

**CALIFOPRNI A STATE UNIVERSITY NORTHRIDGE-THE VISITOR
(KNAPP RANCH-PLAYGROUND AREA)**